



<b>Group:</b> _____ <b>Group coordinator:</b> _____ <b>Student name:</b> _____
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**HOST FAMILY APPLICATION:**

Family Name \_\_\_\_\_ Home telephone \_\_\_\_\_

Father's First Name \_\_\_\_\_ Father's age \_\_\_\_\_

Mother's First Name \_\_\_\_\_ Mother's age \_\_\_\_\_

Cell Phone 1 \_\_\_\_\_

Cell Phone 2 \_\_\_\_\_

Street Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

E-mail 1: \_\_\_\_\_ E-mail 2: \_\_\_\_\_

Father's Occupation \_\_\_\_\_

Mother's Occupation \_\_\_\_\_

**FAMILY MEMBERS**

First Name	Age	Sex	At Home Yes or No

Which members of your family will spend the most time with your student? \_\_\_\_\_

Will the main companion of your student be working? \_\_\_\_\_

If yes, who will be spending time with student during working hours? \_\_\_\_\_

**Which of the activities below do you enjoy? (write yes or no)**

Classical music	Sing	
Listen to recorded music	Read	Anything else
Watch TV	Go shopping	_____
Go to movies	Attend cultural events	_____
Dance	Play indoor games	_____
Go out with friends	Travel	_____
Go to concerts	Cook	_____
Photography	Have family discussions	_____
Paint/draw	Handcrafts	_____
	Video Games	
Baseball	Gymnastics	
Basketball	Skiing	Anything else
Football	Ice Skating	_____
Aerobics	Track	_____
Tennis	Handball	_____
Soccer	Bicycling	_____
Swimming	Volleyball	_____
Hiking	Camping	

**Please, add any information you think the student and his/her natural parents may need from you:**

**FAMILY INFORMATION**

Sleeping arrangements for student: (own room or shared room) If so, whom with? \_\_\_\_\_

- Religion (if any) \_\_\_\_\_ Attend services regularly? (yes or not) \_\_\_\_\_  
Would you expect the visiting student to attend services with you? (Yes/No/Occasional) \_\_\_\_\_

- Do your children have a curfew? Yes/No. Please explain:

- Do you follow a special diet (vegetarian, etc)? (Yes or Not). If so, please explain

- Health limitations of any family members? (Yes/No) If so, please explain:

- Has anyone in your family ever been arrested or convicted of any felony? (Yes/No) If so, please describe the:circumstance

- Pets / animals in or on your property:  
Pets are kept indoors / Outdoors

Other foreign languages spoken by family members (if any):

Foreign countries visited (if any):

Have you ever hosted an international exchange student before?(Yes / No)



References: Please list two references who are familiar with your family members and homelife (but who are not relatives):

Name \_\_\_\_\_

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_

E-mail address \_\_\_\_\_

Relationship \_\_\_\_\_ #years known \_\_\_\_\_

Relationship \_\_\_\_\_ #years known \_\_\_\_\_



I understand that STEP may check my references.

### STEP PROGRAM RULES FOR STUDENTS:

The following rules and regulations were designed to promote safety for the student and others:

- You must agree to the supervision and authority of the organization personnel, chaperones, and/or your host family.
- You must abide by the laws of the country in which you are visiting and by the organization rules.
- You must always conduct yourself in a manner that will not bring disrepute upon yourself, your home country, or the organization.
- You must abide by the organization and host family decisions. Your host family must always know where you are and when you will return home.
- You must spend the night at your host family home.
- Unless you are ill, have a personal emergency, or have permission from one of your chaperones you must participate in all group activities arranged by the organization.
- You are covered by an insurance policy that will be carried by your chaperone. You must pay for all that is in excess of or not covered by the insurance policy.
- Travelling outside your local area can only be done with permission from the organization, your chaperone, your host family and your natural parents. Travelling must be done with your host family or an adult who has been approved by the organization.
- You may not drive a motor vehicle of any kind.
- You are not allowed to smoke during this program.
- All illegal use, purchase, or possession of drugs, alcohol, or other harmful substances is prohibited. Drug-related activities are illegal and subject to severe penalties. Personal association with others involved in these substances is also a violation of the organization rules and regulations.
- At no time may a student drink alcohol. In the US it is illegal to consume alcohol below the age of 21.
- Weapons such as knives, firearms, or firecrackers may not be carried or bought by students.



## **STEP GUIDELINES FOR INTERNATIONAL CULTURAL EXCHANGES.**

**STEP** policies are enforced by our staff overseas and in the United States.

**STEP** believes that the educational value of an international exchange experience results from a student's exposure to an environment much different from his or her country of origin.

**STEP** does not try to place students with host families which resemble their own (economically, ethnicity, religious, etc.).

**STEP** exchange students are selected based on cultural curiosity, open-mindedness, and genuine interest in sharing a home with an American family, with different cultural environment. We ask that host families are patient and assist the visiting student to adapting to our unique environment.

Each of us is different in our ability to adjust to a new culture and language. Changes in placement are not always possible immediately. A change will be made only as a last resort. Students and families must be prepared to work together towards the goal of a successful match and enriching cultural exchange for all parties. This can at times be difficult and challenging. However, **STEP** believes well worth the effort, opening a new universe of opportunities for all participants.

### **HELPFUL SUGGESTIONS FOR HOST FAMILIES**

#### **THE FIRST FEW DAYS**

On the arrival night, a quiet evening is best. The student will be tired and will need to know only basic information such as sleeping arrangements, use of the bathroom, when meals are served, etc. Introduce your pets. Information can be overwhelming originally and may need repeating.

The next morning re-introduce all host family members. Write down names and other useful information that can be helpful. Try to address each other by name as much as possible. Remember that students will feel uncomfortable when they cannot remember names and are unsure how to address someone.

Keep activities limited for the first 24 or so hours. Some students may be homesick or have a more challenging adjustment reaction than others. Most do very well. Contact Group Coordinator with any concerns.

It is strongly recommended that you treat your visiting student as a member of your family, not as a guest. This is important for busy families. This attitude also helps build a closer, more meaningful relationship that will increase the educational value of the exchange as well as the likelihood of an enduring relationship with your student. Thank you for participating as a host family!

#### **THE HOUSEHOLD TOUR**

Conduct a house tour during the first two days.

<u>Bathroom:</u>	Where they are , best times to bathe, towels, door locks, sharing logistics, etc.
<u>Bedroom:</u>	Use of closets, drawers, etc.
<u>Kitchen:</u>	Operation of appliances, expectations for use of kitchen, dishes, glasses, etc.
<u>Laundry</u>	Where and how to use machines if student is doing own laundry. Other arrangements explained.
<u>Operation switches:</u>	Where light switches are, how to use faucets, lamps, etc.
<u>Telephone, Stereo &amp; TV:</u>	Explanation of using equipment. Any rules, times of use. The student should be responsible for paying for his or her personal phone calls and are offered use of a calling card by <b>STEP</b> for calls overseas. Explain the appropriate way to answer the telephone and take messages if the student is home alone.
<u>Trash:</u>	Recycling and disposal of waste.
<u>Internet:</u>	Rules for the use of the computer

## THE HOUSEHOLD ROUTINE

- Daily and weekend schedules: Wake-up/bed times, curfews, homework, and meals. Daily schedules for sleep/meals & activities are very different in Spain.
- Chores: The students are expected to participate in chores as your own child would. Explain how family members help around the house and how the student can be a helpful part of the family system.
- Security & Emergency Procedures: Location of emergency telephone numbers; procedures in case of fire or medicine emergency; system for entering & locking house up.

## ORIENTATION TO COMMUNITY

- ☞ Give the student a card with your name, home address and home and work telephone numbers. Inform location of home in relationship to town centre.
- ☞ Use of public phones, proper change to use phones, locations of secure places to go if in need of assistance while in the host community.

## MEAL TIME

- ☞ Encourage the student to feel comfortable about asking for second helpings.
- ☞ Meals should resemble your normal diet. Explain & demonstrate if the student seems confused about the tableware or how to eat unfamiliar foods. The student may enjoy cooking a Spanish meal for you during his/her stay or be eager to learn about preparing American foods.
- ☞ Indicate whether snacking is acceptable in your home and what the student can snack on. Many families encourage students to feel at home and to get things for themselves

## LANGUAGE

- ☞ It helps to speak slowly and clearly. Make sure that the message was understood.
- ☞ Explore alternative words if the student does not appear to understand.
- ☞ Try different ways to get your idea across. Diagrams or written words can be helpful. Many Spanish words are very similar. Be aware that the student may answer "yes" even if he or she does not understand because it can be embarrassing to not understand.
- ☞ Encourage the student to ask questions.
- ☞ Don't be afraid to try speaking a few Spanish words. You may feel embarrassed initially but student will enjoy your efforts to speak his/her language.
- ☞ Keep a Spanish/English dictionary handy.

## PLANNING ACTIVITIES

- Family activities: Be clear about your expectations for student participation in vacations or other family plans. Let the Group Coordinator know if you are away overnight (where, telephone #, etc) so they can contact in case of an overseas emergency.
- Religious activities: Invite the student to join your family in religious activities. If the student wishes to attend a Catholic service, which your family may or may not otherwise attend, ask the Group Coordinator to help identify someone with whom your student could attend these services.

**COMMITMENT**

We've read and agree with STEP's GUIDELINES FOR INTERNATIONAL CULTURAL EXCHANGES.

We agree to host a student this summer and help him or her to discover and share our family life. We understand that the teenager will be told that we will be his/her American Family.

If we have any question, we will ask our coordinator for guidance.

We declare that the items appearing on the restricted list below do not apply to any person living in our household.

Families may not participate in this STEP student program if anyone in the household:

- Has been convicted of an offense against a child
- Whose parental rights over a child have been taken over by a local authority
- Has had a child removed from their care by order of a court

We understand and agree with the above:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

<b>For STEP use only</b>
Family members met: (Father/Mother/Children/Others):
Comments:
Date Family visited by Coordinator:
Host family's signature CONFIRMING home visit by STEP Coordinator:
Coordinator's signature CONFIRMING home visit:

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